



U.S. Department of Justice

Federal Bureau of Investigation
Washington, D.C. 20535

August 10, 2016

MR. PHILIP EIL
MUCKROCK
DEPARTMENT MR 26076
411A HIGHLAND AVENUE
SOMERVILLE, MA 02144-2516

FOIPA Request No.: 1352286-000
Subject: POLICY FOR POSTING DOCUMENTS ON
THE VAULT

Dear Mr. Eil:

The enclosed documents were reviewed under the Freedom of Information Act (FOIA), Title 5, United States Code, Section 552. Deletions have been made to protect information which is exempt from disclosure, with the appropriate exemptions noted on the page next to the excision. In addition, a deleted page information sheet was inserted in the file to indicate where pages were withheld entirely. The exemptions used to withhold information are marked below and explained on the enclosed Explanation of Exemptions:

Section 552		Section 552a
<input type="checkbox"/> (b)(1)	<input type="checkbox"/> (b)(7)(A)	<input type="checkbox"/> (d)(5)
<input type="checkbox"/> (b)(2)	<input type="checkbox"/> (b)(7)(B)	<input type="checkbox"/> (j)(2)
<input type="checkbox"/> (b)(3)	<input type="checkbox"/> (b)(7)(C)	<input type="checkbox"/> (k)(1)
<input type="checkbox"/> (b)(3)	<input type="checkbox"/> (b)(7)(D)	<input type="checkbox"/> (k)(2)
<input type="checkbox"/> (b)(3)	<input type="checkbox"/> (b)(7)(E)	<input type="checkbox"/> (k)(3)
<input type="checkbox"/> (b)(3)	<input type="checkbox"/> (b)(7)(F)	<input type="checkbox"/> (k)(4)
<input type="checkbox"/> (b)(4)	<input type="checkbox"/> (b)(8)	<input type="checkbox"/> (k)(5)
<input type="checkbox"/> (b)(5)	<input type="checkbox"/> (b)(9)	<input type="checkbox"/> (k)(6)
<input checked="" type="checkbox"/> (b)(6)		<input type="checkbox"/> (k)(7)

3 pages were reviewed and 3 pages are being released.

☐ Document(s) were located which originated with, or contained information concerning, other Government Agency (ies) [OGA].

☐ This information has been referred to the OGA(s) for review and direct response to you.

☐ We are consulting with another agency. The FBI will correspond with you regarding this information when the consultation is completed.

☐ In accordance with standard FBI practice and pursuant to FOIA exemption (b)(7)(E) and Privacy Act exemption (j)(2) [5 U.S.C. § 552/552a (b)(7)(E)/(j)(2)], this response neither confirms nor denies the existence of your subject's name on any watch lists.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c) (2006 & Supp. IV (2010)). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist. Enclosed for your information is a copy of the Explanation of Exemptions.

For questions regarding our determinations, visit the www.fbi.gov/foia website under "Contact Us." The FOIPA Request Number listed above has been assigned to your request. Please use this number in all correspondence concerning your request. Your patience is appreciated.

You may file an appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, D.C. 20530-0001, or you may submit an appeal through OIP's FOIAonline portal by creating an account on the following web site: <https://foiaonline.regulations.gov/foia/action/public/home>. Your appeal must be postmarked or electronically transmitted within sixty (60) days from the date of this letter in order to be considered timely. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." Please cite the FOIPA Request Number assigned to your request so that it may be easily identified.

☐ The enclosed material is from the main investigative file(s) in which the subject(s) of your request was the focus of the investigation. Our search located additional references, in files relating to other individuals, or matters, which may or may not be about your subject(s). Our experience has shown when ident, references usually contain information similar to the information processed in the main file(s). Because of our significant backlog, we have given priority to processing only the main investigative file(s). If you want the references, you must submit a separate request for them in writing, and they will be reviewed at a later date, as time and resources permit.

☒ See additional information which follows.

Sincerely,



David M. Hardy
Section Chief
Record/Information
Dissemination Section
Records Management Division

Enclosure(s)

In response to your Freedom of Information Act (FOIA) request, enclosed is a processed copy of the responsive document.

The enclosed responsive document represents the final release of information responsive to your Freedom of Information Act (FOIA) request.

Additional information concerning the 2015 Department of Justice (DOJ) regulations can be found on <https://www.justice.gov/oip/doj-foia-reglations>. Please refer to DOJ Office of Information Policy 28 CFR Part 16 Revision of the FOIA.

This material is being provided to you at no charge.

EXPLANATION OF EXEMPTIONS

SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552

- (b)(1) (A) specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified to such Executive order;
- (b)(2) related solely to the internal personnel rules and practices of an agency;
- (b)(3) specifically exempted from disclosure by statute (other than section 552b of this title), provided that such statute (A) requires that the matters be withheld from the public in such a manner as to leave no discretion on issue, or (B) establishes particular criteria for withholding or refers to particular types of matters to be withheld;
- (b)(4) trade secrets and commercial or financial information obtained from a person and privileged or confidential;
- (b)(5) inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;
- (b)(6) personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;
- (b)(7) records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information (A) could reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or (F) could reasonably be expected to endanger the life or physical safety of any individual;
- (b)(8) contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or
- (b)(9) geological and geophysical information and data, including maps, concerning wells.

SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552a

- (d)(5) information compiled in reasonable anticipation of a civil action proceeding;
- (j)(2) material reporting investigative efforts pertaining to the enforcement of criminal law including efforts to prevent, control, or reduce crime or apprehend criminals;
- (k)(1) information which is currently and properly classified pursuant to an Executive order in the interest of the national defense or foreign policy, for example, information involving intelligence sources or methods;
- (k)(2) investigatory material compiled for law enforcement purposes, other than criminal, which did not result in loss of a right, benefit or privilege under Federal programs, or which would identify a source who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(3) material maintained in connection with providing protective services to the President of the United States or any other individual pursuant to the authority of Title 18, United States Code, Section 3056;
- (k)(4) required by statute to be maintained and used solely as statistical records;
- (k)(5) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(6) testing or examination material used to determine individual qualifications for appointment or promotion in Federal Government service the release of which would compromise the testing or examination process;
- (k)(7) material used to determine potential for promotion in the armed services, the disclosure of which would reveal the identity of the person who furnished the material pursuant to a promise that his/her identity would be held in confidence.

Internal Process: P7 - Proactively partner with legal, policy, technical, and operational stakeholders

June 10, 2016

**Initiative: Proactive Disclosures**

Organization: RMD

Accountable Executive: David M. Hardy

Initiative Manager: [REDACTED]

R

Y

G

Current

b6

Pursuant to subsection (a)(2) of the Freedom of Information Act (FOIA), Title 5, United States Code, Section 552, and in accordance with a memorandum issued by the President and the Attorney General, all federal agencies must take affirmative steps to make agency policies public without waiting for a specific request. The FOIA requires the FBI to proactively disclose records for public inspection and copying, and where practicable, make them available online. This initiative will outline the project steps to evaluate FBI policy and administrative documents of potential public interest value for subsequent public disclosure.

As of 5/31, RMD has established the internal review process, identified the 12 possible policies for review, and completed ten reviews (or 83% of the goal) for FY16.

None at this time.

Schedule: 10/01/2015 - 09/30/2016



Milestone	Description	% Complete	Date	POC
Develop Project Plan	Develop Project Plan for initiative.	100%	10/28/2015	
Identify Posting Methodology	Coordinate with OPA on the methodology to post documents on the FBI's public website.	100%	10/29/2015	
Define Processing Workflow	Determine the processing workflow for redaction and approval.	100%	10/29/2015	
Review Prepublication Review Policy Guide	Process the Prepublication Review Policy Guide through the workflow.	100%	10/30/2015	
Document Identification - 1st Quarter	Identify eight possible documents (policies) for review and start to process them through the workflow in the first quarter.	100%	10/30/2015	
Review Electronic Record Cert. Policy Guide	Process the Electronic Recordkeeping Certification Policy Guide through the workflow.	100%	11/30/2015	
Review Non-Retaliation for Rptg Comp. Risks	Process the Non-Retaliation for Reporting Compliance Risks through the workflow.	100%	02/29/2016	
Review Freedom of Info. and Priv. Act Request	Process the Freedom of Information and Privacy Act Requests through the workflow.	100%	02/29/2016	
Review Lab. Ref. Firearms Collection Policy	Process the Laboratory Reference Firearms Collection Policy through the workflow.	100%	03/08/2016	
Document Identification - 3rd Quarter	Identify four possible documents (policies) for review and start to process them through the workflow in the 3rd quarter.	100%	03/18/2016	
Review FBI Physical Fitness Program Policy	Process the FBI Physical Fitness Program Policy Directive and Policy Guide policy through the workflow.	100%	03/31/2016	
Review FBI Student Programs Policy Guide	Process the FBI Student Programs Policy Guide through the workflow.	100%	04/07/2016	
Review Social Network Sites and FBI Guidance	Process the Social Networking Sites and FBI Employee Guidance through the workflow.	100%	05/02/2016	
Review Security Division Processing of Forms	Process the Security Division Processing of Forms Involving Employment, Organizations, and Activities Outside of the FBI through the workflow.	100%	05/31/2016	

b6



Review FBI Seal Name Initials & SA
Gold Badge

Process the FBI Seal Name Initials and Special
Agent Gold Badge through the workflow.

100%

08/31/2016



b6

